



**COUNTY OF LOS ANGELES  
DOWNEY DATA CENTER REGISTRATION  
For Contractors/Vendors**

**PROFILE INFORMATION — print or type completing boxes 1 – 9**

(1) DATE OF REQUEST	(2) TYPE OF REQUEST (Check One) <input type="checkbox"/> ADD NEW LOGON ID <input type="checkbox"/> CHANGE LOGON ID ACCESS <input type="checkbox"/> DELETE LOGON ID	(3) CONTRACT OR VENDOR NUMBER
(4) LAST NAME, FIRST NAME MI		(5) E-MAIL ADDRESS
(6) COMPANY/ORGANIZATION NAME		(7) COORDINATING L.A. COUNTY DEPARTMENT NAME / NUMBER DEPARTMENT OF MENTAL HEALTH #435
(8) WORK MAILING ADDRESS (STREET, CITY, STATE, ZIP)		(9) WORK PHONE NUMBER

**IBM DATA CENTER ACCESS — complete each area for required access, as defined by L.A. County management**

(10) LOGON ID	(11) 2-DIGIT MAJOR GROUP CODE HQ	(12) 2-DIGIT LSO GROUP CODE MH	
<input type="checkbox"/> <b>TSO ACCESS</b> — check box and complete for required access, as defined by L.A. County management. Asterisks are optional data.			
(13) 2-DIGIT TSO GRP CODE	(14) SUB-GROUP 1 *	(15) SUB-GROUP 2 *	(16) SUB-GROUP 3 *

☐ **ONLINE ACCESS** — check box and complete for required access, as defined by County management. Asterisks are optional data.

(17) SYSTEM APPLICATION IS	(18) GRP NAME / NATURAL PROFILE	(19) OLD GRP/NATURAL PROFILE *	DMV/JAI/APS APPLICATION COORDINATORS ONLY
			APS A/O: _____
			DMV SYSTEM CODE: _____
			JAI SYSTEM LOCATION: _____

**UNIX ENVIRONMENT ACCESS — complete for required access, as defined by L.A. County management.**

(20) TYPE OF REQUEST (Check One) <input type="checkbox"/> ADD NEW LOGON ID <input type="checkbox"/> CHANGE LOGON ID ACCESS <input type="checkbox"/> DELETE LOGON ID	(21) LOGON ID	(22) APPLICATION	(23) ACCESS GROUP	(24) ACCOUNT NUMBER
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**SECURID REMOTE ACCESS — complete as defined by L.A. County mgnt., e-mail address is required, see box #5**

(25) ACCOUNT NUMBER for SecurID Token: \_\_\_\_\_ (26) DEVICE TYPE: ☐ Standard Token   ☐ KEY FOB

☐ **VPN** — Check the box if you are a VPN customer and read the security statement below. Your signature indicates that you have read and will comply with the statement: \_\_\_\_\_

**SECURITY STATEMENT**

Before connecting to the County network you must install anti-virus software, and stay up-to-date with definitions, Microsoft patches (critical and security) and service packs. A Firewall, either a hardware firewall or personal firewall software, is required for those using broadband Internet access (DSL, ISDN, cable modem, etc.). You agree not to share your logon id, password and SecurID passcode with others.

☐ **WIRELESS ACCESS** Check the box if you are requesting wireless access. APPLICATION: \_\_\_\_\_

**SIGNATURES — each signature entry must be completed in full.**

Your signature indicates that you have read and will comply with the above security statement.

(27) CUSTOMER'S SIGNATURE: \_\_\_\_\_

(28) COUNTY DEPARTMENT MANAGER'S SIGNATURE	(29) PHONE #	(30) PRINT COUNTY DEPARTMENT MANAGER'S NAME	(31) DATE
(32) ISD/APPLICATION COORDINATOR'S SIGNATURE	(33) PHONE #	(34) PRINT ISD/APPLICATION COORDINATOR'S NAME	(35) DATE
(213) 351-1335   MICHAEL LA CHANCE			

☐ **PDF SUBMITTED: NAME (Print)** MICHAEL LA CHANCE   **SIGNATURE:** \_\_\_\_\_

My signature above, stipulates that my department has setup a process to maintain the original form on file for a period of 7 years, and will make the original form available within 72 hours, upon request from ISD or those acting on the behalf of ISD, ie., internal or external Auditors.

**WARNING: FAILURE TO FULLY COMPLETE & SIGN THIS FORM WILL CAUSE A DELAY IN PROCESSING. ORIGINAL SIGNATURES ARE REQUIRED. NO COPIES OR FAXES WILL BE ACCEPTED. PDF'S ACCEPTED.**

## Downey Data Center Registration Instructions

For Contractors/Vendors

### Profile Information — print or type

1. Mandatory. Enter the current date.
2. Mandatory. Check appropriate type of request.
3. Mandatory. Enter your contract or vendor number.
4. Mandatory. Print your last name, first name and middle initial.
5. Mandatory. Enter your e-mail address.
6. Mandatory. Enter your company/organization name.
7. Mandatory. Enter the coordinating L.A. County department name or number.
8. Mandatory. Enter your complete business mailing address.
9. Mandatory. Enter your complete telephone number.

New logon ids will be created as follows:

Contractor/Vendor LOGON ID will be assigned and you will be notified by phone (e.g. Cxxxxxx).

### IBM Data Center Access — N/A

10. Mandatory. Enter your existing logon id. If this is a new request, your logon id will be assigned as described above.
11. Mandatory. Enter the two-digit department major group code, as defined by L.A. County management.
12. Mandatory. Enter the two-digit local security group code, as defined by L.A. County management.

### TSO Access — check box if this request applies to TSO access — N/A

13. Mandatory. Enter the two-digit identifier of your TSO group, as defined by L.A. County management.
14. Optional. Enter the two-character identifier, as defined by L.A. County management.
15. Optional. Enter the two-character identifier, as defined by L.A. County management.
16. Optional. Enter the two-character identifier, as defined by L.A. County management.

### Online Access — check box if this request applies to online access — N/A

17. Mandatory. Enter each CICS online or IMS system application required for access, as defined by L.A. County management.
18. Mandatory. Enter the group name for each system application, as defined by L.A. County management.
19. Optional. Enter the old Natural group/profile name.

### UNIX Environment Access — complete for required access as defined by L.A. County management — N/A

20. Mandatory. Check appropriate type of request.
21. Mandatory. Enter your existing Logon ID. If this is a new request, your logon id will be assigned as described above.
22. Mandatory. Enter the application you require for access, as defined by L.A. County management.
23. Mandatory. Enter your UNIX access group.
24. Optional. Enter a valid 11-digit billing account number.

### SecurID Remote Access — complete for required access as defined by L.A. County management.

25. Mandatory. Enter a valid L.A. County 11-digit billing account number. — N/A
26. Mandatory. Check box for device type.

VPN customers must check the box and indicate compliance. Anti-virus software and stay up-to-date with definitions, patches and service packs applies to everyone. A Firewall, either a hardware firewall or personal firewall software, is required for those using broadband Internet access (DSL, ISDN, cable modem, etc.).

Check box if you are requesting wireless access.

### Signatures — original signatures are required

27. Mandatory. Your signature indicates that you have read and will comply with the security statement.
28. – 31. Mandatory. Enter signature, phone # and date of authorizing L.A. County department manager (sign and print). NGA
32. – 35. Mandatory. Enter signature, phone # and date of ISD manager or application coordinator (sign and print). SAU ONLY

**PDF SUBMITTED:** The customer's manager must print his/her name and sign in the space provided, if a PDF is being submitted for processing, in lieu of submitting the original form. The department must maintain the original form on file for 7 years, and must provide the original form within 72 hours upon the request of ISD or those acting on behalf of ISD, ie., internal or external Auditors. — SYSTEMS ACCESS ONLY

ISD Security, Mail Stop # 29, 9150 E. Imperial Hwy, Downey, CA 90242

3/14/07

SUBMIT COMPLETED FORM TO: DMH/CIOB/EAD/SYSTEMS ACCESS UNIT  
695 SOUTH VERMONT AVENUE, LOS ANGELES, CA 90005

**COUNTY OF LOS ANGELES  
AGREEMENT FOR ACCEPTABLE USE  
AND  
CONFIDENTIALITY OF  
COUNTY INFORMATION TECHNOLOGY RESOURCES  
ANNUAL**

As a County of Los Angeles (County) employee, contractor, subcontractor, volunteer, or other authorized user of County information technology (IT) resources, I understand that I occupy a position of trust. Furthermore, I shall use County IT resources in accordance with my Department's policies, standards, and procedures. I understand that County IT resources shall not be used for:

- For any unlawful purpose;
- For any purpose detrimental to the County or its interests;
- For personal financial gain;
- In any way that undermines or interferes with access to or use of County IT resources for official County purposes;
- In any way that hinders productivity, efficiency, customer service, or interferes with a County IT user's performance of his/her official job duties;

I shall maintain the confidentiality of County IT resources (e.g., business information, personal information, and confidential information).

This Agreement is required by Board of Supervisors Policy No. 6.101 – Use of County Information Technology Resources, which may be consulted directly at website <http://countypolicy.co.la.ca.us/6.101.htm>.

As used in this Agreement, the term "County IT resources" includes, without limitation, computers, systems, networks, software, and data, documentation and other information, owned, leased, managed, operated, or maintained by, or in the custody of, the County or non-County entities for County purposes. The definitions of the terms "County IT resources", "County IT user", "County IT security incident", "County Department", and "computing devices" are fully set forth in Board of Supervisors Policy No. 6.100 – Information Technology and Security Policy, which may be consulted directly at website <http://countypolicy.co.la.ca.us/6.100.htm>. The terms "personal information" and "confidential information" shall have the same meanings as set forth in Board of Supervisors Policy No. 3.040 – General Records Retention and Protection of Records Containing Personal and Confidential Information, which may be consulted directly at website <http://countypolicy.co.la.ca.us/3.040.htm>.

As a County IT user, I agree to the following:

1. Computer crimes: I am aware of California Penal Code Section 502(c) – Comprehensive Computer Data Access and Fraud Act (set forth, in part, below). I shall immediately report to my management any suspected misuse or crimes relating to County IT resources or otherwise.
2. No Expectation of Privacy: I do not expect any right to privacy concerning my activities related to County IT resources, including, without limitation, in anything I create, store, send, or receive using County IT resources. I understand that having no expectation to

any right to privacy includes, for example, that my access and use of County IT resources may be monitored or investigated by authorized persons at any time, without notice or consent.

3. Activities related to County IT resources: I understand that my activities related to County IT resources (e.g., email, instant messaging, blogs, electronic files, County Internet services, and County systems) may be logged/stored, may be a public record, and are subject to audit and review, including, without limitation, periodic monitoring and/or investigation, by authorized persons at any time. I shall not either intentionally, or through negligence, damage, interfere with the operation of County IT resources. I shall neither, prevent authorized access, nor enable unauthorized access to County IT resources responsibly, professionally, ethically, and lawfully.
4. County IT security incident reporting: I shall notify the County Department's Help Desk and/or Departmental Information Security Officer (DISO) as soon as a County IT security incident is suspected.
5. Security access controls: I shall not subvert or bypass any security measure or system which has been implemented to control or restrict access to County IT resources and any related restricted work areas and facilities. I shall not share my computer identification codes and other authentication mechanisms (e.g., logon identification (ID), computer access codes, account codes, passwords, SecurID cards/tokens, biometric logons, and smartcards).
6. Passwords: I shall not keep or maintain any unsecured record of my password(s) to access County IT resources, whether on paper, in an electronic file, or otherwise. I shall comply with all County and County Department policies relating to passwords. I shall immediately report to my management any compromise or suspected compromise of my password(s) and have the password(s) changed immediately.
7. Business purposes: I shall use County IT resources in accordance with my Department's policies, standards, and procedures.
8. Confidentiality: I shall not send, disseminate, or otherwise expose or disclose to any person or organization, any personal and/or confidential information, unless specifically authorized to do so by County management. This includes, without limitation information that is subject to Health Insurance Portability and Accountability Act of 1996, Health Information Technology for Economic and Clinical Health Act of 2009, or any other confidentiality or privacy legislation.
9. Computer virus and other malicious devices: I shall not intentionally introduce any malicious device (e.g., computer virus, spyware, worm, key logger, or malicious code), into any County IT resources. I shall not use County IT resources to intentionally introduce any malicious device into any County IT resources or any non-County IT systems or networks. I shall not disable, modify, or delete computer security software (e.g., antivirus software, antispymware software, firewall software, and host intrusion prevention software) on County IT resources. I shall notify the County Department's Help Desk and/or DISO as soon as any item of County IT resources is suspected of being compromised by a malicious device.

10. Offensive materials: I shall not access, create, or distribute (e.g., via email) any offensive materials (e.g., text or images which are sexually explicit, racial, harmful, or insensitive) on County IT resources (e.g., over County-owned, leased, managed, operated, or maintained local or wide area networks; over the Internet; and over private networks), unless authorized to do so as a part of my assigned job duties (e.g., law enforcement). I shall report to my management any offensive materials observed or received by me on County IT resources.
11. Internet: I understand that the Internet is public and uncensored and contains many sites that may be considered offensive in both text and images. I shall use County Internet services in accordance with my Department's policies and procedures. I understand that my use of the County Internet services may be logged/stored, may be a public record, and are subject to audit and review, including, without limitation, periodic monitoring and/or investigation, by authorized persons at any time. I shall comply with all County Internet use policies, standards, and procedures. I understand that County Internet services may be filtered, but in my use of them, I may be exposed to offensive materials. I agree to hold County harmless from and against any and all liability and expense should I be inadvertently exposed to such offensive materials.
12. Electronic Communications: I understand that County electronic communications (e.g., email, text messages, etc.) created, sent, and/or stored using County electronic communications systems/applications/services are the property of the County. All such electronic communications may be logged/stored, may be a public record, and are subject to audit and review, including, without limitation, periodic monitoring and/or investigation, by authorized persons at any time, without notice or consent. I shall comply with all County electronic communications use policies and use proper business etiquette when communicating over County electronic communications systems/applications/services.
13. Public forums: I shall only use County IT resources to create, exchange, publish, distribute, or disclose in public forums (e.g., blog postings, bulletin boards, chat rooms, Twitter, Facebook, MySpace, and other social networking services) any information (e.g., personal information, confidential information, political lobbying, religious promotion, and opinions) in accordance with Department's policies, standards, and procedures.
14. Internet storage sites: I shall not store County information (i.e., personal, confidential (e.g., social security number, medical record), or otherwise sensitive (e.g., legislative data)) on any Internet storage site in accordance with Department's policies, standards, and procedures.
15. Copyrighted and other proprietary materials: I shall not copy or otherwise use any copyrighted or other proprietary County IT resources (e.g., licensed software and documentation, and data), except as permitted by the applicable license agreement and approved by designated County Department management. I shall not use County IT resources to infringe on copyrighted material.
16. Compliance with County ordinances, rules, regulations, policies, procedures, guidelines, directives, and agreements: I shall comply with all applicable County ordinances, rules, regulations, policies, procedures, guidelines, directives, and agreements relating to County IT resources. These include, without limitation, Board of Supervisors Policy No. 6.100 – Information Technology and Security Policy, Board of Supervisors Policy No.

6.101 – Use of County Information Technology Resources, and Board of Supervisors Policy No. 3.040 – General Records Retention and Protection of Records Containing Personal and Confidential Information.

17. Disciplinary action and other actions and penalties for non-compliance: I understand that my non-compliance with any provision of this Agreement may result in disciplinary action and other actions (e.g., suspension, discharge, denial of access, and termination of contracts) as well as both civil and criminal penalties and that County may seek all possible legal redress.

**CALIFORNIA PENAL CODE SECTION 502(c)**  
**"COMPREHENSIVE COMPUTER DATA ACCESS AND FRAUD ACT"**

Below is a section of the "Comprehensive Computer Data Access and Fraud Act" as it pertains specifically to this Agreement. California Penal Code Section 502(c) is incorporated in its entirety into this Agreement by reference, and all provisions of Penal Code Section 502(c) shall apply. For a complete copy, consult the Penal Code directly at website [www.leginfo.ca.gov/](http://www.leginfo.ca.gov/).

502(c) Any person who commits any of the following acts is guilty of a public offense:

- (1) Knowingly accesses and without permission alters, damages, deletes, destroys, or otherwise uses any data, computer, computer system, or computer network in order to either (A) devise or execute any scheme or artifice to defraud, deceive, or extort, or (B) wrongfully control or obtain money, property, or data.
- (2) Knowingly accesses and without permission takes, copies, or makes use of any data from a computer, computer system, or computer network, or takes or copies any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network.
- (3) Knowingly and without permission uses or causes to be used computer services.
- (4) Knowingly accesses and without permission adds, alters, damages, deletes, or destroys any data, computer software, or computer programs which reside or exist internal or external to a computer, computer system, or computer network.
- (5) Knowingly and without permission disrupts or causes the disruption of computer services or denies or causes the denial of computer services to an authorized user of a computer, computer system, or computer network.
- (6) Knowingly and without permission provides or assists in providing a means of accessing a computer, computer system, or computer network in violation of this section.
- (7) Knowingly and without permission accesses or causes to be accessed any computer, computer system, or computer network.

- (8) Knowingly introduces any computer contaminant into any computer, computer system, or computer network.
- (9) Knowingly and without permission uses the Internet domain name of another individual, corporation, or entity in connection with the sending of one or more electronic mail messages, and thereby damages or causes damage to a computer, computer system, or computer network.

**I HAVE READ AND UNDERSTAND THE ABOVE AGREEMENT:**

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County IT User's Name

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County IT User's Signature

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County IT User's Employee/ID Number

---

Date

---

Manager's Name

---

Manager's Signature

---

Manager's Title

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Date